

BUDGET AND FINANCIAL ANALYST

APPLICATION DEADLINE IS TUESDAY, SEPTEMBER 29, 2015 AT 11:59PM

Division: Accounting
Reports to: Controller
Location: Nashville, TN
Full-time/Part-time: Full time
Salary Grade: 32
Monthly Salary Range Minimum: \$3,498
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Performs advanced financial / budgetary analysis relative to receipts, expenditures and other payments, encumbrances, fund transfers, revenues and grants; performs data research and development projects of THDA's accounting and proprietary line-of-business systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs routine and ad hoc financial analysis of THDA's financial operations as directed by the Accounting division management team.
- Assembles fiscal and statistical data for use in budgetary evaluations and budget hearings; attends budget hearings.
- Participates in the compilation of all budgetary material into THDA's operating budget document; performs difficult budget analytic work relative to budget preparation or other purposes as required.
- Maintains files of budgetary information.
- Researches budget exception errors as noted in the State of Tennessee's Enterprise Resource Planning (ERP) system, Edison, and resolves such as appropriate.
- Assists in establishing budgetary expenditure controls, including, but not limited to, the posting of budgetary journal entries into THDA's accounting system, establishing appropriate budget-to-actual variance reporting, and other similar financial analysis.
- Assists the Controller with financial/accounting technology research and development projects associated with the accounting and proprietary line-of-business applications systems used by the Accounting division.
- Performs indirect cost analysis.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in accounting or finance, or a Certified Public Accountant (CPA) in good standing.
- One year of experience in professional accounting or financial/budgetary analysis work.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Considerable knowledge of financial/data analysis, basic accounting theory and practice, and auditing and data processing.
- Knowledge of current business practices and principles, including mortgage loan industry, bonds, grants, and governmental accounting
- Ability to transfer data from accounting/financial/data systems into other programs, such as Microsoft Access, Excel, Word, etc.
- Ability to perform difficult financial analysis using Microsoft Excel, Access, or other professional software systems.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- The ability to work effectively and efficiently within a team environment.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE INSTRUCTIONS

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION